



– towards better journalism –

The PressWise Trust
Registered Charity No. 1076002
Limited Company No. 3747192

Advice, information, research and training on media ethics

ANNUAL REPORT & ACCOUNTS 2001 –2002

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1. Status, aims and objects

1.1 The PressWise Trust is a limited company (No. 3747192) which registered as a charity (No. 1076002) on 15 June 1999, operating from Unit 38 Easton Business Centre, Felix Road, Bristol BS5 0HE. Originally set up as a voluntary organisation in 1992, it had previously operated as a not-for profit company.

1.2 The aims and objects of the Trust are:

- A. *To promote for the benefit of the public compliance with ethical standards of conduct and with the law by journalists, broadcasters and all others engaged in or responsible for the media, in the United Kingdom and elsewhere, in particular (but not exclusively) by:*
- i. *the provision of advice and assistance (not including individual representation except where the individual affected has insufficient means to afford legal or other specialist assistance) to members of the public concerning actual, possible or apprehended breaches of some recognised ethical standard or law.*
 - ii. *the advancement of the education and training of the public, of media students and professionals, and of all others engaged in or responsible for the media in respect of recognised ethical standards and the law;*
 - iii. *the education of the public and the carrying out of research (and the publication of the useful results thereof) into:*
 - a) *the ownership, distribution, consumption, control and influence of the media;*
 - b) *the legal and ethical context and effect of relevant law, guidelines, policies and codes of practice;*
 - c) *the methods and means available to members of the public for securing correction, redress, or remedy in relation to media coverage and journalistic activity;*
 - d) *the prevailing standards of the media and of media coverage and journalistic activity;*
 - e) *the actual, possible or apprehended instances of unethical, unlawful, unfair or inaccurate media coverage and journalistic activity (including instances of bias or misrepresentation) judged against recognised ethical standards and the law.*
- B. *To advance the education and training of the public and in particular members of charitable and non-charitable voluntary organisations in the UK and elsewhere in all forms of communication media and in particular the effective utilisation thereof.*

2. Management

2.1 PressWise is managed by a Board of up to 12 Trustees. During the financial year 2001-2002 the following served as Trustees:

| | |
|----------------|-------------------------------|
| Bob Borzello | Sir Louis Blom-Cooper (Chair) |
| Patricia Healy | Brian Jones |
| Annie McGann | Desiree Ntolo |
| Julian Petley | Naomi Sargant |

2.2 Day to day management of the Trust's activities is delegated to the Company Secretary and Director Mike Jempson, who reports directly to the Board.

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- 2.3 The Trust's financial affairs are overseen on a part-time basis by Rupert Taylor, supported by part-time book-keeper Sarah Day.
- 2.4 The Trust's bankers are the Yorkshire Bank, 5 Northgate Street, Gloucester GL1 2AH.
- 2.5 The Trust's auditor is R.J.R. (Dick) Maule, BA FCA, of Bristol Community Accountants, 12 Picton Street, Bristol BS6 5QA.
- 2.6 The Trust's honorary solicitor is Mark Stephens of Finers Stephens Innocent, 179 Great Portland Street, London W1W 5LS.
- 2.7 The Trustees set aside an amount to be held on deposit as a Reserve Fund to meet financial liabilities in the event of closure at short notice (refer 7.0)

3. Patrons

- 3.1 During the year the following served as patrons of the Trust:

| | | |
|----------------------|----------------------|---------------------|
| George Alagiah | Yasmin Alibhai-Brown | Joe Ashton MP |
| Michael Cashman MEP | Jean Corston MP | Lord Gilmour |
| Prof. Ian Hargreaves | Bruce Kent | Alex Pascall OBE |
| Diane Simpson | Clive Soley MP | Linda Townley |
| Prof. Peter Townsend | Polly Toynbee | Tony Worthington MP |

4. Staff

- 4.1 The Director, Mike Jempson, and his part-time Deputy, Bill Norris, continued to provide sterling service throughout the year handling clients of our complaints service, dealing with media enquiries, and working on PressWise projects. Project administration was handled by Anna Kelson who has been a great asset to the organisation.
- 4.2 During the course of the year the Trust lost the services of Elly Lewitt as Administrator. She was replaced on a part-time basis by Gary Williams who quickly established himself as an important member of the team, bringing in Rhonda Morgan as a clerical assistant and Shianthie Wild and Sarah Williams as volunteers.
- 4.3 The Trustees are grateful for the continued assistance provided by freelance journalists Charlotte Barry, Nick Cater, Maisha Frost, Arjum Wajid, Terry Williams and Kate Woodhouse for their contributions to our project work and training commitments, and to Priya Varghese who joined us on a 3 month student placement. We would also like to thank designer Owen Tozer, web technician Steve Ward for their help with publications and information technology, and the staff of Azzta Computers for IT support.

5. Activities

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5.1 Advice

During the year the Trust noted a reduction in the number of enquiries received from members of the public seeking free, confidential advice about instances of media intrusion and inaccuracy.

- a. In part this decrease could be attributed to the relative lack of public profile in the UK media during the year – since increases in enquiries invariably follow exposure in the national media. Although the Trust was regularly represented by the Director and Associate Director on local radio stations and on BBC News 24 (TV), there were fewer than normal appearances on radio and TV news and current affairs. This in turn could be a consequence of the Trust's continuing involvement in overseas work, causing the Trustees to insist that staff should concentrate upon opportunities to engage in debate around UKJ media issues.
- b. Most of the enquiries, often referred via Citizens' Advice Bureaux, were swiftly dealt with and few involved major issues of principle, although the Trust made public its support for Anna Ford's efforts to establish that public figures and their families are entitled to a measure of privacy.
- c. The one area in which the Trust has received an increase in enquiries has been cases involving prisoners and the their families, and in particular British people imprisoned or on trial overseas. This has followed from publicity given by the organisations Prisoners Abroad, and Aftermath which provides support for the families of convicted murderers.

5.2 Children and the media

Throughout the year the Trust has maintained its interests in issues relating to children's involvement with the media:

- a. The Director provided support for the creation of the European Young People's Media Network working with the IFJ and UNICEF.
- b. We contributed material to the International Federation of Journalists handbook *Putting Children in the Right*.
- c. We compiled, in conjunction with Geneva-based NGO Media Action International, the content for the *Media Initiatives and Good Ideas by, with and for Children* (MAGIC) website which is to be launched by UNICEF during 2002 as part of its response to the 1999 Oslo Challenge in which PressWise played a part.
- d. We provided media consultancy services for and contributed to the 2001 World Congress on Family Law and the Rights of Children and Youth, an Australian-based initiative held in Bath.
- e. At the year end we completed our Representing Lost Childhood project, funded by the Diana Princess of Wales Memorial Fund, with a training programme for journalists in the Philippines. Organised in association with the People's Recovery, Empowerment and Development Assistance (PREDA)

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Foundation near Olongapo City, this programme had to be postponed following the tragedy of 11 September.

5.3 Health Communications

During the year we completed a training-of-trainer's manual for the WHO European Health Communication Network.

5.4 Media

- a. Supplied radio and TV interviews, and quotes to the print outlets, on a wide range of media topics. An editorial by the Associate Director about the media controversy over the Prime Minister's involvement in the funeral of the Queen Mother was one of several taken up by the media.
- b. The Trust distributed regular PressWise Bulletins including comments on topical media issues to media editors and academics throughout the UK. The Director's commentary on the aftermath of 11 September 'Keep calm and complain' was reproduced in a variety of outlets.
- c. The Trust continued to provide background advice to journalists and programme-makers on a variety of topics.

5.5 Refugees, Asylum-seekers and the Media

Now in its third year, this project developed from concern about inaccurate, sensational and unfair coverage given to refugees and asylum-seekers which shows little sign of abating.

- a. Following the successful RASM Forum in February 2001, and the continuing efforts of media networks established by the project, there was an upsurge in positive coverage in the national media.
- b. Monthly electronic bulletins about media coverage, edited by the Director, were distributed to over 1,000 contacts in the UK and Europe, and the RAM website was continually updated by Projects Administrator Anna Kelson.
- c. The project's National Co-ordinator Terry Williams continued to provide advice, support and training to networks of people working with refugees around the country and attended several European events concerned with media coverage.
- d. The Project Co-ordinator and the Director spent a great deal of time providing advice and support to the fledgling Refugee Media Agency, a self-organised group set up to assist exiled journalists. A grant was obtained from the West Midlands Local Government Association, a constitution devised and lodged with the Charities Commission, a London office was opened, exiled journalists were brought together from around the country and training opportunities identified. Unfortunately by the year end the RMA remained organisationally weak, and failed to obtain continuation funding from the Home Office. At the request of the Executive Committee the RAM Project continues to provide support and is seeking assistance from the NUJ to guarantee a future for self-organisation of exiled journalists.

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- e. The Project Co-ordinator and the Director took it in turns to represent the RAM project at a variety of events, including the Home Office *Positive Images* Working Party and the advisory panel for an Article 19 research project into media coverage, successfully arguing for greater representation from and refugees themselves and the employment of exiled journalists. Journalist Sara Wajid who worked on the 2001 RAM Forum, also attended European conferences on the project's behalf.
- f. The Trust organised special session for senior broadcasting executives on coverage of refugees at NewsWorld 2001 in Barcelona at which Nick Cater represented the project.
- g. In its Annual Report the PCC noted the work of the project, with which it has continued to collaborate.
- h. The Home Office encouraged the project to seek funding for an extension, and funding was obtained to continue the work into 2003.

5.6 **Suicide and the Media**

- a. Working in conjunction with Befrienders International, the Trust undertook research into training needs to improve coverage of suicide by the media in the UK and overseas, and provided media consultancy around the results of an extensive academic review conducted by Prof. Keith Hawton of Oxford University.
- b. The Director and Associate Director produced a detailed international survey of codes of conduct and training approaches. Charlotte Barry devised draft training modules. These formed the basis of consultations with senior journalists and suicide prevention groups in the UK.
- c. The Trust also contributed advice on the media elements of the Department of Health Draft Suicide Prevention Strategy.
- d. Efforts to find funding for a full-scale project on media coverage of suicide within the UK were unsuccessful, but work on international aspects of the project continue and will be completed in 2003. The training modules will be made available via websites following a series of 'tests' in South Asia and the Pacific Rim, and there are plans for joint leaflets with BI and the IFJ.

5.7 **Website**

- a. Both the main PressWise website (www.presswise.org.uk) (managed by the Associate Director) and the RAM project site (www.ramproject.org.uk) (managed by the Projects Administrator) are now receiving an average of 1,000 'hits' per month.
- b. During the year we have obtained independent reviews of the main site which indicate that the Trust would be well-served to consider making even more effective use of the potential of the world wide web as a marketing and

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communications outlet. For the time being lack of funding has prevented the comprehensive overhaul of the site this would require.

5.8 Other contracts

The Trustees are pleased to have entered into contractual partnerships with other non-profit organisations, notably the British Council for whom Maisha Frost conducted a consultancy in Mauritius on behalf of PressWise.

6. Fund-raising

6.01 The Trustee would like to thank all those who have contributed to the maintenance of the Trust's work during the year, including and especially the **Joseph Rowntree Charitable Trust** for continued contributions towards core funding.

6.02 The Trustees are also grateful to those who made financial commitments and contributions towards the Trust's projects, especially

- Barrow Cadbury Trust
- West Midland Local Government Association
- Lord Ashdown Charitable Settlement

6.03 During the year the Trust investigated a variety of other potential sources of funding, but continued to encounter difficulties in finding suitable funders willing to underwrite our core activities.

7.0 Reserves Policy

The management committee have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ('the free reserves') held by the charity should be between 3 and 6 months of the resources expended (excluding the direct costs of individual projects), which equates to £22,500 to £45,000 in general funds. At this level, the management committee feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed. At present the free reserves amount to £33,318, of which £15,000 is designated to spread the three year funding from the Joseph Rowntree Charitable Trust equally over the three years, and of the remainder £10,000 has been designated to cover the contractual obligations regarding staffing and premises, should the charity be unable to guarantee its continued operation in the short term. As the free reserves do not reach this target level, the management committee is considering ways in which additional unrestricted funds will be raised.

8.0 Risk review

The management committee has conducted its own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects to ensure consistent quality of delivery for all operational aspects of the charitable

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company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

9.0 Responsibilities of the management committee

Company law requires the management committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the management committee should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The management committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The management committee is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

10. Trustees

All Trustees are registered accordingly with Companies House.

Signed:Company Secretary

Date:

Audited Accounts – Year end 31st March 2002

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Independent auditor's Report to the members of The Presswise Trust Limited

I have audited the financial statements of The Presswise Trust Limited for the year ended 31st. March 2002 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

Respective responsibilities of the Trustees and auditor

As described in the Statement of the Trustees' Responsibilities the trustees, who are also the Trustees for the purpose of company law are responsible for the preparation of the financial statements in accordance with applicable law and the United Kingdom Accounting Standards.

My responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Accounting Standards.

I report to you my opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. I also report to you if, in my opinion, the Trustees Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for my audit, or if the information specified by law regarding Trustees remuneration and transactions with the company is not disclosed.

I read the Trustees' Report and consider the implications for my report if I became aware of any apparent misstatements within it.

Basis of opinion

I conducted my audit in accordance with United Kingdom Accounting Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the judgements made by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the financial statements.

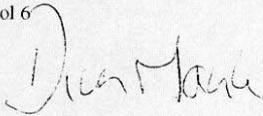
Opinion

In my opinion the financial statements give a true and fair view of the charitable company's affairs at 31st. March 2002, and of its incoming resources and application of resources, including its income and expenditure for the year then ended, and have been properly prepared in accordance with the Companies Act 1985 .

Dick Maule
Chartered Accountant and Registered Auditor
10 Picton Street
Bristol 6

dated:

4.12.02



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The Presswise Trust Ltd.

Balance Sheet as at 31st March 2002

| | Notes | 2002 | | 2001 | |
|---|-------|----------------|---------------|-----------------|---------------|
| | | £ | £ | £ | £ |
| Tangible assets | (2) | | 4,208 | | 2,861 |
| Current assets | | | | | |
| Debtors and prepayments | (3) | 8,552 | | 10,071 | |
| Cash at bank and in hand | | <u>42,473</u> | | <u>57,944</u> | |
| | | 51,025 | | 68,015 | |
| Current liabilities | | | | | |
| Creditors: amounts falling due within 12 months | (5) | <u>(9,753)</u> | | <u>(26,642)</u> | |
| Net Current assets | | | <u>41,272</u> | | <u>41,373</u> |
| Net assets | | | <u>45,480</u> | | <u>44,234</u> |
| Unrestricted funds | | | | | |
| General funds | (4) | | 12,526 | | 3,783 |
| Designated funds | | | 25,000 | | 25,000 |
| Restricted funds | | | <u>7,954</u> | | <u>15,451</u> |
| Total Funds | | | <u>45,480</u> | | <u>44,234</u> |

The financial statements have been prepared in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies.

These financial statements were approved by the Trustees on.....

On behalf of the Trustees

Lain Blain
.....

[Signature]
.....

dated:-

18.11.2002

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The Presswise Trust Ltd.

Statement of Financial Activities [including Income and Expenditure Account]
for the year ended 31st. March 2002

| | Unrestricted Funds Notes 2002 £ | Restricted Funds 2002 £ | Total 2002 £ | Total 2001 £ |
|--|---|----------------------------------|--------------------|--------------------|
| Incoming resources | | | | |
| Grants and donations | | | | |
| Grants | 11,153 | 79,656 | 90,809 | 129,367 |
| Donations | 7,258 | - | 7,258 | 1,240 |
| Intangible income | - | - | - | 9,904 |
| Activities for generating funds: | | | | |
| Project work | 10,435 | - | 10,435 | 37,698 |
| Forum | 50 | - | 50 | 13,865 |
| Fee and miscellaneous income | 39,121 | - | 39,121 | 4,148 |
| Interest received | 1,435 | - | 1,435 | 1,299 |
| | <u>69,452</u> | <u>79,656</u> | <u>149,108</u> | <u>197,521</u> |
| Total Incoming Resources | | | | |
| Resources expended | | | | |
| Direct charitable expenditure | [6] 50,968 | 87,154 | 138,122 | 191,149 |
| Management and administration | [6] 9,740 | - | 9,740 | 5,279 |
| | <u>60,708</u> | <u>87,154</u> | <u>147,862</u> | <u>196,428</u> |
| Total Resources Expended | | | | |
| Net incoming resources | | | | |
| - Net income for the year | 8,744 | (7,498) | 1,246 | 1,093 |
| | | | - | - |
| Total funds at 1st. April 2001 | 28,783 | 15,451 | 44,234 | 43,142 |
| Total funds at 31st. March 2002 | <u>37,526</u> | <u>7,954</u> | <u>45,480</u> | <u>44,234</u> |

(11)

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The Presswise Trust Ltd.

Notes to the accounts for the year ended 31st March 2002

(1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year.

The accounts have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities. (SORP 2000) issued in October 2000, applicable accounting standards and the Companies Act 1985. The principal accounting policies adopted in the preparation of the financial statements are as follows:

Restricted funds

Restricted funds are to be used for specific purposes as laid down by the donor, unrestricted funds are income received and generated by the objects of the charity without further specified purpose and are available as general funds

Designated funds

Designated funds are unrestricted funds earmarked by the committee for particular purposes.

Depreciation

Fixed assets are written off over the expected useful life of the asset using the reducing balance basis at 25% per annum.

(2) Fixed Assets

| Tangible | Office Equipment £ |
|-----------------------------------|--------------------------|
| Cost | |
| Balance brought forward | 4,501 |
| Additions in the year | 2,751 |
| | <u>7,252</u> |
| Depreciation | |
| Balance brought forward | 1,641 |
| charge for the year | 1,403 |
| | <u>3,044</u> |
| Net book value at 31st March 2002 | 4,208 |
| Net book value at 31st March 2001 | <u>2,861</u> |

(3) Debtors

| | 2002 £ | 2001 £ |
|----------------|--------------|---------------|
| Sundry debtors | <u>8,552</u> | <u>10,071</u> |

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Notes to the accounts for the year ended 31st March 2002

(4) Movements in funds

| | Balance 1st. April 2001 £ | Incoming Resources £ | Outgoing Resources £ | Balance Transfers £ | Balance 31st. March 2002 £ |
|---------------------------|------------------------------------|----------------------------|----------------------------|---------------------------|-------------------------------------|
| Unrestricted funds | | | | | |
| Designated Funds | | | | | |
| Reserve Fund | 10,000 | - | - | - | 10,000 |
| JRCT Fund | <u>15,000</u> | - | - | - | <u>15,000</u> |
| | 25,000 | - | - | - | 25,000 |
| General Fund | <u>3,783</u> | <u>69,452</u> | <u>(60,708)</u> | - | <u>12,526</u> |
| | <u>28,783</u> | <u>69,452</u> | <u>(60,708)</u> | - | <u>37,526</u> |
| Restricted funds | | | | | |
| R.A.M. Project | 11,476 | 41,800 | (45,322) | - | 7,954 |
| C.M.V. Project | - | 5,624 | (5,624) | - | - |
| R.L.C. Project | 2,088 | 26,809 | (28,897) | - | - |
| Independent Commission | 1,888 | - | (1,888) | - | - |
| W.H.O. | - | 5,423 | (5,423) | - | - |
| | <u>15,451</u> | <u>79,656</u> | <u>(87,154)</u> | - | <u>7,954</u> |
| Project income | | | | | |
| £ | | | | | |
| <i>R.A.M. Project</i> | | | | | |
| Barrow Cadbury | | 23,100 | | | |
| J.R.C.T. | | 2,500 | | | |
| Other | | <u>16,200</u> | | | |
| | | <u>41,800</u> | | | |
| <i>C.M.V. Project</i> | | | | | |
| E.C.Project | | <u>5,624</u> | | | |
| <i>R.L.C. Project</i> | | | | | |
| Memorial Fund | | <u>26,809</u> | | | |

(5) Creditors: amounts falling due within 12 months

| | 2002 £ | 2001 £ |
|------------------|--------------|---------------|
| Sundry creditors | <u>9,753</u> | <u>26,642</u> |

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Notes to the accounts for the year ended 31st March 2002

(6) Resources expended

| | Direct Charitable Expenditure £ | Management and Admin -istration £ | Total 2002 £ | Total 2001 £ |
|----------------------------------|--|--|--------------------|--------------------|
| Project expenditure | 49,944 | - | 49,944 | 117,399 |
| Wages | 46,251 | 4,000 | 50,251 | 40,050 |
| Fees | 13,661 | - | 13,661 | 10,948 |
| Computer consumables and support | 1,205 | - | 1,205 | 2,044 |
| Travel | 3,959 | - | 3,959 | 4,025 |
| Conferences and courses | - | - | - | 8 |
| Heat and light | 299 | - | 299 | 226 |
| Telephone | 6,104 | - | 6,104 | 5,271 |
| Rent | 7,360 | - | 7,360 | 6,074 |
| Services | 275 | - | 275 | 295 |
| Refreshments | 451 | - | 451 | 257 |
| Recruitment | 134 | - | 134 | - |
| Research and publications | 1,539 | - | 1,539 | 765 |
| Audit | - | 330 | 330 | 300 |
| Auditor's fees for accountancy | - | 375 | 375 | 375 |
| Accountancy [other] | - | 3,868 | 3,868 | 367 |
| Print, post and stationery | 2,771 | 200 | 2,971 | 3,181 |
| Insurance | 833 | - | 833 | 367 |
| Training | - | - | - | 2,084 |
| Sundry | 1,533 | - | 1,533 | 843 |
| Bank charges | 180 | 36 | 216 | 229 |
| Volunteer expenses | 35 | - | 35 | 10 |
| Trustees expenses | - | 931 | 931 | 211 |
| Repairs and renewals | 185 | - | 185 | - |
| Depreciation | 1,403 | - | 1,403 | 1,100 |
| | <u>138,122</u> | <u>9,740</u> | <u>147,862</u> | <u>196,428</u> |

(7) Trustees expenses

| | | |
|--|------------|------------|
| Expenses paid to trustees for attending meetings | <u>931</u> | <u>221</u> |
|--|------------|------------|

(8) Employee information

| | | |
|------------------------------------|----------|----------|
| The average number of workers were | <u>3</u> | <u>2</u> |
|------------------------------------|----------|----------|